

Basic Principles of Project Management

Course Description

This **three-day**, highly interactive, “hands-on” workshop will provide step-by-step instruction on how to begin, manage, and end a successful project using a team approach. The workshop focuses on how to form a project team, develop project team guidelines, establish project plans and schedules, make necessary course adjustments, and monitor and report progress.

Emphasis is placed on:

- how to work with project team members who have diverse styles, skills, and backgrounds
- how to make effective decisions within a team
- dealing with change in the project environment
- working through conflicts and solving problems
- working as a team within an organization’s hierarchical structure

Throughout the workshop, participants will be working in teams simulating on-the-job team challenges and identifying “real time” approaches.

Learning Objectives

- Understand how to scope, plan, and manage a project in a team setting.
- Identify and learn approaches to dealing with common issues that occur with teams during projects.
- Learn how to deal with change during the course of a project.
- Learn how to deal with conflicts and solve problems with people on the project team as well as outside the project team.

Professional Qualifications



Marsha Fraser, of *Skills Screening*, is the President of *WorkLife Transitions* and has over 20 years of experience in human resource management and organizational development. She specializes in project management training, conflict resolution, teambuilding, change management, and leadership development.

Marsha received her Bachelor of Arts degree in Sociology from the University of California and her Master’s degree in Public Administration from California State University.

Phone: (206) 329-3095 FAX: (206) 391-6811

Managing for Quality Results

Course Description

This **three-day** program begins with an overview of how organizational excellence begins with one or more individuals having a vision and perseverance to make things better for themselves and their organization.

The program then takes a look at the philosophy and the techniques of Total Quality Improvement Management. It builds an understanding of the key quality concepts necessary for practical quality improvement and explores the role and responsibilities in developing quality improvement plans and teams.

Learning Objectives

Upon completion of this course, participants should be able to:

- Define individual excellence and its role in organization excellence.
- Identify opportunities for quality improvement.
- Link quality improvement efforts directly to organizational vision and goals.
- Develop criteria for measuring quality improvement performance.

Professional Qualifications



Martha N. Bryan, of *Bryan & Bryan Associates*, is a leading authority on the development of human potential and personal excellence.

With an education background in teaching, she has taught at both high school and college levels and has held positions in both government and private industry. Her work career expands from farm laborer and cafeteria helper to positions in staff support, sales, training and personnel administration. She has served in leadership positions for a number of organizations—

chairman of college advisory boards, president of women's organizations, president of personnel administration organizations and president of a financial institution.

Martha is a high Content Speaker; her programs on implementing quality, excellence, leadership, vision and strategy, self esteem and success psychology bring about immediate changes and long-term results. She gives such practical ideas, methods, tips and techniques that participants emerge excited, enthusiastic and eager to apply her ideas in their work and personal lives. Her dynamic interactive delivery style receives excellent response from client and participants. You will enjoy spending time with her.

Phone: (206) 337-1838

FAX: (206) 338-4509